

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

TRANSPORTATION MAINTENANCE WORKER

JOB DESCRIPTION

Employees in this job perform highway, bridge, and roadside maintenance, including sign maintenance and pavement marking. Maintenance activities include equipment servicing and facility and grounds maintenance.

There are four classification levels in this job.

Position Code Title - Transportation Maintenance Worker-E

Transportation Maintenance Worker 6

This is the entry level. The employee, while participating in a Transportation Maintenance Worker (TMW) Work Element Program, performs a range of equipment operations and maintenance activities under close supervision in a learning capacity.

Transportation Maintenance Worker 7

This is the intermediate level. The employee, while participating in a TMW Work Element Program, performs a range of equipment operations and maintenance activities under general supervision in a developing capacity.

Transportation Maintenance Worker E8

This is the experienced level. The employee, while participating in a TMW Work Element Program, performs a full range of equipment operations and maintenance activities, and uses judgment in making decisions where alternatives are determined by established policies and procedures.

Position Code Title - Transportation Maintenance Worker-A

Transportation Maintenance Worker 9

This is the advanced level. The employee, while participating in a TMW Work Element Program, performs either senior-level functions with complete responsibility for the most complex equipment operations and coordination of highway maintenance activities, to include responsibility for performing inspection of bridge and culverts, or as a lead worker, overseeing the work activities of other transportation maintenance workers at a work site or facility.

NOTE: Employees generally progress through this series to the experienced-level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every

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position are included, nor is it expected that all positions will be assigned every duty.

Participates as a member of a Team Managed Work Group. Work group members are to decide how and when to best perform maintenance activity based on performance goals set by the Transportation Service Center, Region Office, and the Department of Transportation.

Contributes to Team Managed Work Group decisions, such as planning maintenance activities, creating innovated products and services, improving productivity and quality, and understanding costs of operations.

Operates heavy-duty dump trucks with snowplows, underbody blades, sand and salt spreaders, and liquid applications to remove ice and snow accumulation from highways and bridges.

Operates equipment such as light/heavy duty trucks, tractors with attachments, backhoes, loaders, motor graders, rollers, air hammers, concrete saws and mixers, aerial towers, crack and pothole equipment, generators and other light/heavy duty maintenance equipment to perform highway, bridge, and roadside maintenance.

Operates traffic control devices for establishing work zones on highways and bridges.

Operates air compressors, hydraulic post pullers, post driving air hammers, gas cutting torches, air drills, and similar equipment, plus mechanics hand tools to install, repair, and replace pipes, posts, signs, delineators, guardrail, and fence.

Operates equipment and tools to fabricate signs, treat roadside vegetation, and place pavement markings.

Operates powered and hand tools to perform highway, bridge, and roadside maintenance.

Performs pre-inspection of equipment for determining functional operation of the equipment. Changes tires, oil and lubricates equipment and vehicles used in highway and bridge maintenance.

Purchases materials for maintenance activities.

Trains other employees on operating equipment.

Additional Job Duties

Transportation Maintenance Worker 9 (Senior Worker)

Inspects and approves/disapproves of work done by contractors/consultants.

Routinely investigates, evaluates, and reports on the safety condition of structures with the region in accordance with applicable state and federal regulations.

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Coordinates creation of new methods for maintenance activities.

Coordinates the Maintenance Activity Reporting System (MARS).

Manages the requisitioning, procurement, and maintenance of an inventory, materials, supplies, and equipment required in the work. Maintains records, prepares reports, and composes correspondence relative to the work.

Creates material specifications for use in purchasing materials by the contract process.

Performs Physical Feature Inventories. Investigates complaints and conducts road inspections on road or bridge conditions and right-of-way encroachments.

Prepares contract specifications for use in contracting maintenance work.

Coordinates maintenance training including winter school, spring school, and truck driving school. Performs as Region or TSC Coordinator for the TMW Work Element Program.

Coordinates TSC maintenance safety practices/program.

Performs other related work identified as complex by the Department of Transportation.

Transportation Maintenance Worker 9 (Lead Worker)

Inspects and approves/disapproves work done by contractors/consultants.

Coordinates and oversees on-the-job work of other transportation maintenance workers and laborers.

As part of a Team Managed Work Group, supports the team's actions, coaches team members, oversees and assures the quantity and quality of workflow. Supports the team's adherence to methods and procedures at work site. Participates in the teamwork.

Explains general work assignments to crew while participating in the work, and adapts as necessary pertinent general methods and procedures in order to meet required needs.

Trains new transportation maintenance workers and laborers on the job in all phases of highway maintenance operations.

Provides information for records and reports related to the work.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is necessary at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the operation of motorized equipment, such as heavy-duty dump trucks with snowplows, underbody blades, sand and salt spreaders, and liquid applicators.

Knowledge of procedures and methods used in the maintenance of roads, bridge, roadsides, pavement markings, and signs including safety and maintaining traffic practices.

Knowledge of the operation of motorized equipment such as light/heavy duty trucks, tractors with attachments, backhoes, loaders, motor graders, rollers, air hammers, concrete saws and mixers, aerial towers, crack and pothole equipment, generators and other light/heavy duty maintenance equipment.

Knowledge of the operation of air compressors, hydraulic post pullers, post driving air hammers, gas cutting torches, air drills, and similar equipment.

Knowledge of the operation of equipment and tools used to fabricate signs, treat roadside vegetation and place pavement markings.

Knowledge of the operation of powered and hand tools to perform highway, bridge, and roadside maintenance.

Knowledge of the procedures for performing pre-inspection of equipment for determining functional operation of the equipment.

Knowledge of how to change oil, lubricates, and tires on equipment and perform minor repairs to equipment and vehicles used in highway, bridge, and roadside maintenance.

Knowledge of the procedures for performing pre-inspection of equipment for determining functional operation of the equipment.

Knowledge of how to change oil, lubricates, and tires on equipment and perform minor repairs to equipment and vehicles used in highway, bridge, and roadside maintenance.

Knowledge of material purchasing procedures.

Knowledge of all bridge and culvert elements.

Knowledge of potential dangers and safety precautions applicable to the work crew.

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Knowledge of street and highway traffic rules and regulations, and temporary signing and safety precautions to be observed while working on or near highways.

Ability to operate motorized equipment, powered tools, and hand tools with skill and in a safe manner.

Ability to recognize various stages of structure deterioration and the relative causes and impacts of such deterioration.

Ability to make minor repairs to equipment, tools, and vehicles used in maintenance work.

Ability to understand and follow instructions.

Ability to communicate effectively.

Additional Knowledge, Skills, And Abilities

Transportation Maintenance Worker 9 (Senior Worker and Lead Worker)

Knowledge of the Maintenance Activity Reporting System (MARS).

Ability to operate complex equipment under difficult conditions.

Transportation Maintenance Worker 9 (Lead Worker)

Ability to organize and coordinate the transportation maintenance worker activities of a specific work area, including providing support for Team Managed Work Groups.

Ability to allocate work to other transportation maintenance workers in a work area.

Ability to determine priorities.

Ability to conduct meetings.

Working Conditions

Work is performed by equipment operations and manual labor.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Physical Requirements

Ability to sit for long periods, up to eight (8) hours.

Ability to sustain long periods in confined spaces.

Ability to handle heights.

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Ability to wear adequate personal protective equipment.

Ability to complete the physical qualifications required by the Federal Commercial Driver's License.

Ability to sustain extensive and repetitive twisting, bending, climbing, lifting, and squatting.

Ability to lift up to 100 pounds.

Ability to traverse rough terrain.

Ability to be exposed to outdoor weather elements.

Education

Educational level typically acquired through completion of high school.

Experience

Transportation Maintenance Worker 6

Six months experience in the operation of motorized heavy equipment, such as farm equipment, delivery trucks, or construction equipment.

Transportation Maintenance Worker 7

One year of experience as a Transportation Maintenance Worker 6 or Laborer E6, with experience in roadway, roadside, bridge, or sign maintenance or pavement marking.

Transportation Maintenance Worker E8

One year of experience as a Transportation Maintenance Worker 7 or skilled trades experience at the E9 level with required work elements.

Transportation Maintenance Worker 9

One year of experience equivalent to the Transportation Maintenance Worker E8.

Special Requirements, Licenses, and Certifications

Satisfactory completion of the Department of Transportation Maintenance Work Element Training and Certification program required for the specific level.

All positions require possession of the Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle.

Some positions may also be assigned duties that require the application of pesticides that may require certification or registration as a pesticide applicator in compliance with the Pesticide Control Act of 1976.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

<u>Job Code</u>	<u>Job Code Description</u>
TRANMTWKR	Transportation Maintenance Worker

<u>Position Title</u>	<u>Position Code</u>	<u>Pay Schedule</u>
Transportation Maintenance Worker-E	TRMTWKRE	A31-005
Transportation Maintenance Worker-A	TRMTWKRA	A31-011

ECP Group 1
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CMV/VLWT